



**MINUTES OF THE MEETING OF THE
LOCAL AGENCY FORMATION COMMISSION OF NAPA COUNTY
DECEMBER 5, 2005**

1. CALL TO ORDER; ROLL CALL
THE LOCAL AGENCY FORMATION COMMISSION OF NAPA COUNTY MET IN REGULAR SESSION, MONDAY, DECEMBER 5, 2005 AT 4:00 P.M. THE FOLLOWING MEMBERS WERE PRESENT: CHAIR LUPORINI, COMMISSIONERS ALEXANDER, KAY, WAGENKNECHT AND DODD (ARRIVED AT 4:05 P.M. DURING ITEM #7B). ALTERNATE MEMBERS PRESENT: COMMISSIONERS BLOCK AND KELLY. COMMISSIONER LUCE WAS EXCUSED.
2. PLEDGE OF ALLEGIANCE
NO PLEDGE OF ALLEGIANCE WAS HELD.
3. APPROVAL OF MINUTES: OCTOBER 3, 2005
MEETING MINUTES OF OCTOBER 3, 2005 WERE APPROVED.

**VOTE: KB-BW-AA-LL
A**
4. PUBLIC COMMENT
NONE.
5. CONSENT CALENDAR
 - a) **Adoption of Policy: Procedure for Appointment of Public and Alternate Public Member**
The Commission will consider approving a procedure for the appointment of its public and alternate public member.
 - b) **Adoption of Mission Statement**
The Commission will consider adoption of a mission statement for the agency.
 - c) **Adoption of Calendar for January 2006 to July 2006**
The Commission will consider scheduling regular meetings for February 6, April 3, and June 5.
 - d) **Establishment of Automobile Allowance for Executive Officer**
The Commission will consider approving an automobile allowance for the Executive Officer as provided under the County of Napa Management Plan for Management Non-Classified (Other) Employees, directing the LAFCO Counsel to pursue the establishment of the allowance in accordance with County policies and procedures, and authorizing the budget transfer of funds for this allowance.
 - e) **2006 Performance Evaluation Direct Contribution for Management Personnel to County of Napa 401(a) Retirement Savings Plan**
The Commission will consider approving a direct contribution for 2006 to the County of Napa 401(a) Retirement Savings Plan for LAFCO management personnel (1 employee – Executive Officer).

ADOPTED RESOLUTION #05-23 APPROVED: BW-AA-KB-LL
 - f) ***Big Ranch Road No. 3 District Annexation to the Napa Sanitation District***
The Commission will consider a resolution approving annexation of approximately 1.9 acres of incorporated territory to the Napa Sanitation District. The subject territory is comprised of one parcel and a right-of-way portion of Big Ranch Road in the City of Napa. The annexation is intended to facilitate a proposed development project to subdivide the subject parcel into eight single-family residential lots. This project has been approved by the City of Napa and is referred to as the “Brown Subdivision.” The proposal has 100% consent of property owners. (APN: 038-170-005)

ADOPTED RESOLUTION #05-24 APPROVED: BW-AA-KB-LL

CONSENT CALENDAR – CONT.

g) Solano Avenue No. 7 District Annexation to the Napa Sanitation District

The Commission will consider a resolution approving annexation of approximately 1.9 acres of incorporated territory to the Napa Sanitation District. The subject territory is comprised of one parcel and a right-of-way portion of Solano Avenue in the City of Napa. The annexation is intended to facilitate a proposed development project to construct a 44-unit apartment complex. This project, which also involves a lot-line adjustment with an adjacent parcel, has been approved by the City of Napa and is referred to as the “Hawthorne Village Apartments– Phase II.” The proposal has 100% consent of property owners. (APN: 007-240-008)

ADOPTED RESOLUTION #05-25

APPROVED: BW-AA-KB-LL

h) Jefferson Street No. 6 District Annexation to the Napa Sanitation District

The Commission will consider a resolution approving annexation of approximately 0.94 acres of incorporated territory to the Napa Sanitation District. The subject territory is comprised of one parcel and a right-of-way portion of Jefferson Street in the City of Napa. The annexation is intended to facilitate a proposed development project to subdivide the subject parcel into five single-family residential lots. This project, which also involves the subdivision and development of three additional single-family residences on an adjacent parcel, has been approved by the City of Napa and is referred to as the “Napa Valley 8 Subdivision.” The proposal has 100% consent of property owners. (APN: 038-070-005)

ADOPTED RESOLUTION #05-26

APPROVED: BW-AA-KB-LL

COMMISSION APPROVED CONSENT CALENDAR ITEMS 5a THROUGH 5h.

APPROVED: BW-AA-KB-LL.

**6. PUBLIC HEARING
NONE.**

7. COMMISSION ACTION ITEMS

a) Appointment of Public Member in 2006 – Procedural Direction

Pursuant to its *Policies Regarding the Positions of Public Member and Alternate Public Member*, the Commission will provide the Executive Officer direction with respect to a hearing date and advertising procedure for the 2006 appointment to fill a new term of the representative of the general public.

THE COMMISSION DIRECTED THE EXECUTIVE OFFICER TO IMPLEMENT THE COMMISSION’S POLICY ON THE APPOINTMENT OF THE PUBLIC MEMBER FOR A FULL-TERM SUCH THAT CONSIDERATION OF CANDIDATES CAN TAKE PLACE AT LAFCO’S APRIL 3, 2006 MEETING. THE COMMISSION ALSO APPROVED THE ADVERTISING PROCEDURE PRESENTED.

b) Appointment of FY06-07 Budget Committee

The Commission’s *Policy on the Preparation of the LAFCO Budget* calls for LAFCO to appoint two members to serve as the budget committee and assist in the preparation of the next fiscal year budget. The FY05-06 Budget Committee consisted of Commissioners Kay and Wagenknecht.

COMMISSIONERS KAY AND WAGENKNECHT WERE APPOINTED TO THE FY06-07 BUDGET COMMITTEE.

8. COMMISSION DISCUSSION

a) Napa Sanitation District Sphere of Influence Update: Preliminary Report

The Commission will receive a preliminary report on the criteria established by staff for the evaluation of the sphere of influence of the Napa Sanitation District. No substantive actions are proposed.

REPORT PRESENTED. NO ACTION TAKEN. CORRECTION MADE ON THE TRANCAS AREA MAP: SHOULD BE LETTER ‘D’, NOT LETTER ‘E’, AS SUBMITTED.

b) LAFCO Studies: Service Reviews, Sphere of Influence Updates, and Governance Studies

The Commission will receive an oral report about the schedule for various studies being conducted by staff, most notably its study of providers of fire prevention and protection services and its study of sanitation/wastewater treatment providers.

REPORT PRESENTED. NO ACTION TAKEN. THE LIGHTING & LANDSCAPING STUDY WILL BE BROUGHT TO THE COMMISSION AT ITS FEBRUARY 2006 MEETING. VARIOUS OTHER STUDIES WERE DISCUSSED.

THE EXECUTIVE OFFICER COMMENDED ANALYST, KEENE SIMONDS, FOR WORKING HARD ON THE STUDIES AND BUILDING RELATIONSHIPS WITH LOCAL FIRE CHIEFS.

**9. CLOSED SESSION
NONE.**

10. INFORMATION ITEMS

Information items are provided for the Commission to receive and file. The Commission may choose to discuss individual items or to receive and file the entire calendar.

a) SB 135: CSD Law Rewrite

The Commission will review a letter from Senator Christine Kehoe about SB 135, the CSD law rewrite that becomes effective on January 1, 2006.

INFORMATION PRESENTED. NO ACTION REQUIRED.

b) Commission Terms Ending May 2006 (no supporting documentation)

The Commission and interested parties are advised that the terms of the following commissioners end May 2006: Bill Dodd (appointment by Board of Supervisors) and Guy Kay (appointment by LAFCO).

INFORMATION PRESENTED. NO ACTION REQUIRED.

c) Chair and Vice-chair Beginning January 1, 2006 (no supporting documentation)

The Commission and interested parties are advised that pursuant to *Policy For the Appointment of Chair and Vice-Chair*, on January 1, 2006 Commissioner Bill Dodd shall begin a one-year term as chair and Commissioner Dr. Andrew Alexander shall begin a one-year term as vice-chair.

INFORMATION PRESENTED. NO ACTION REQUIRED.

d) Circle Oaks County Water District: Summary Update

The Commission will receive a written summary update involving the recent activities of the Circle Oaks County Water District.

SUMMARY UPDATE PRESENTED – NO ACTION TAKEN.

PUBLIC HEARING HELD – ORAL AND WRITTEN TESTIMONY PRESENTED.

**11. NEW BUSINESS/COMMISSIONER COMMENTS
NONE.**

12. ADJOURNMENT

Meeting adjourned to the next regular meeting of Monday, February 6, 2006.

LORI LUPORINI
Chair

ATTEST:
DANIEL SCHWARZ
Executive Officer

CLERK OF THE COMMISSION

KATHY MABRY
Commission Secretary

Key

Members: **LL** = Lori Luporini; **BD** = Bill Dodd; **GK** = Guy Kay; **AA** = Dr. A. Alexander;
 BW = Brad Wagenknecht

Alternates: **KB** = Kevin Block; **BK** = Brian Kelly; **ML** = Mark Luce

Notations Under Vote: **N** = No; **X** = Excused/Absent; **A** = Abstained

The making of the motion and second are reflected respectively in the order of the recorded vote.